

Company Address

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**Meeting Agenda Template**

**Meeting Agenda**

**Meeting week 7**

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**Signed BY**

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**Approved BY**

**Additional Notes:**

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| Meeting Time | | | 16:00-16:30 | |
| Date of Meeting | | | 14-10-2022 | |
| Number of Attendees | | | 4 | |
| Documents to Bring and read | | | N/A | |
| Short Details of conference | | | Project plan improvement and talking about our progress | |
| Agenda Prepared By | | | Jorn Kosterman | |
| **Agenda:** | | | | |
| **No:** | **Time to Each Topic** | **Description of Each Agenda Item** | |
| 1 | 15min | Sharing our progress | |
| 2 | 5min | Asking about monitoring, ec2 instance or CloudWatch/trail? | |
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